



Indy DMD Webinar: CDBG Job Reporting

March 4th, 2016

Reporting Jobs for CDBG Economic Development Projects



Introductions

Jeff Hasser, CDBG Manager

Jennie Fults, Administrator

Goal of the Webinar

When completing a CDBG economic development project, how to report the jobs created to CDBG staff.

Phones



- We will not be muting phones as we typically do. Since we have a smaller group than we would normally have.
- Questions can be said at any time (though we ask that you not interrupt mid-slide if possible), but time will also be left at the end to answer questions.
- Please keep noise down to a minimum though, and if you become disruptive, I will stop the presentation and ask you to please be respectful.

After the webinar



- **A copy of the PowerPoint and a link to the YouTube video of this webinar will be made available on our website.**
- **Any forms that we reference will also be made available and emailed out.**
- **If we are unable to answer any questions, we will follow up with you regarding them after we do some research.**

Active Economic Development Projects

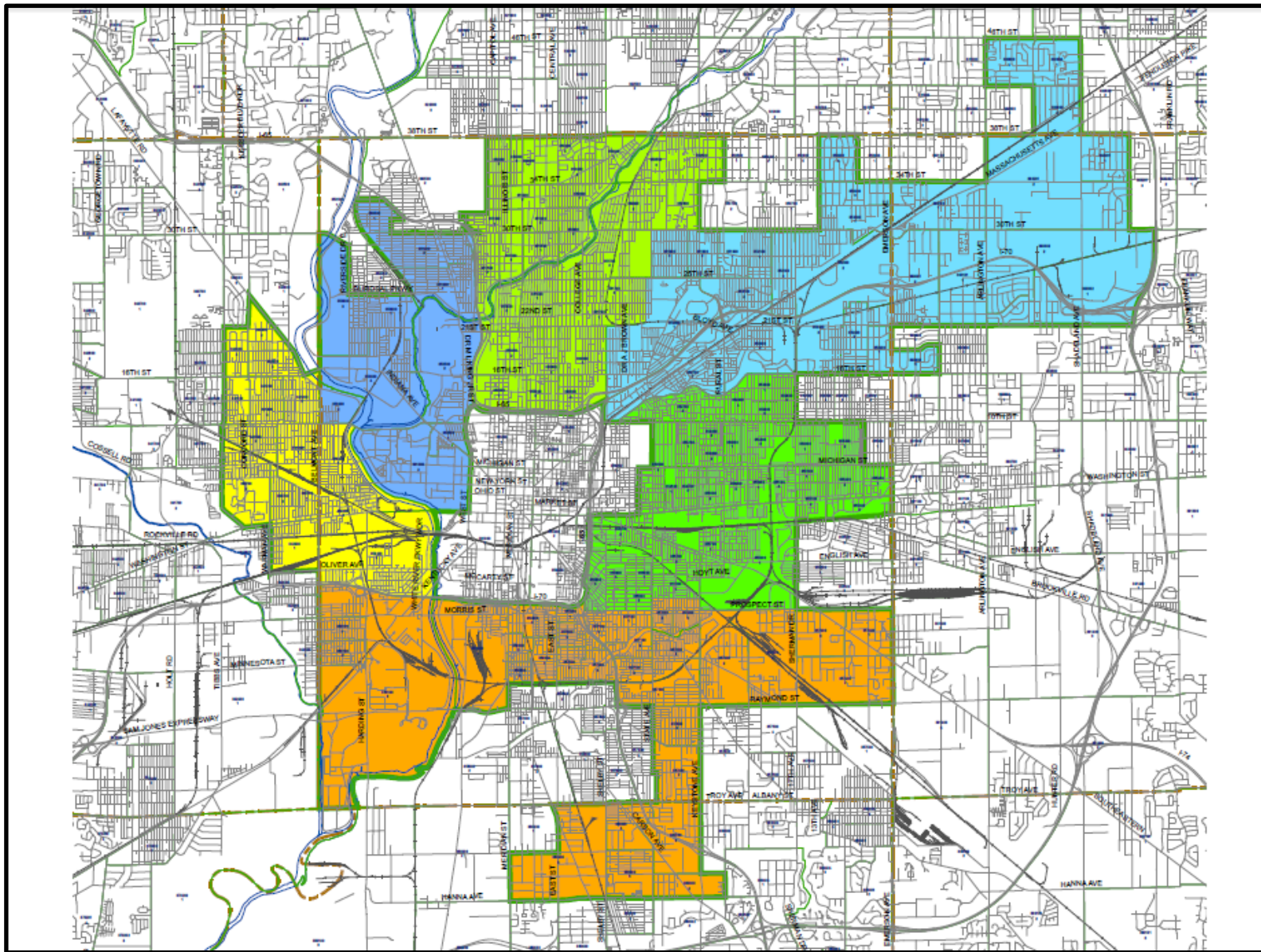


Project Name	NRSA	Grant Amount	Jobs Required
Build Fund	Yes	2015: \$700,000 2016: \$600,000	14 12
CCIC/Ruckus	Yes	\$1,500,000	30
Irvington Coal Factory	No	\$500,000	15*
Pia Café	Yes	\$94,800	2
Sustainable Local Foods	Yes	\$500,000	10



Neighborhood Revitalization Strategy Area (NRSA)

NRSA Map



Neighborhood Revitalization Strategy Area (NRSA)



- An area created by DMD and approved by HUD for the purpose of strategic funding in particularly distressed areas of a city.
- Technically 6 NRSA's in Indianapolis surrounding downtown, though we commonly refer to it just as one.
- The NRSA permits certain advantages to CDBG funding to give additional flexibility in administration and distribution of the funds.
- Reminder: When we refer to a Full Time Equivalent (FTE) Job it means any combination of hours of a job totaling 40 hours per week.
 - *2 employees work 10 hours a week and a 3rd employee works 20 hours a week. They would total 1 Full Time Equivalent Job.*

Neighborhood Revitalization Strategy Area (NRSA)



- **Four greatest benefits of job creation within the NRSA:**

1. Instead of the typical **\$35,000** of CDBG funds per job, the amount is increased to **\$50,000** per job.

- *A project awarded \$350,000 outside of the NRSA, would require 10 Full Time Equivalent (FTE) jobs.*
- *A project awarded \$350,000 inside of the NRSA, would require 7 Full Time Equivalent (FTE) jobs.*

2. The creation of all of the jobs created in each of the NRSA can be totaled instead of looking at individual project requirements.

- *If 4 projects are awarded a total of \$750,000 in the Southern NRSA, those 4 projects must create a total of 15 jobs within that NRSA.*

Neighborhood Revitalization Strategy Area (NRSA)



- **Four greatest benefits of job creation within the NRSA (continued):**

3. Businesses inside the NRSA, are not required to meet the 51% of the jobs filled by Low Mod Individuals.

4. DMD can use the Low Mod Area Benefit to provide additional flexibility as opposed to Low Mod Jobs Benefit.

Neighborhood Revitalization Strategy Area (NRSA)

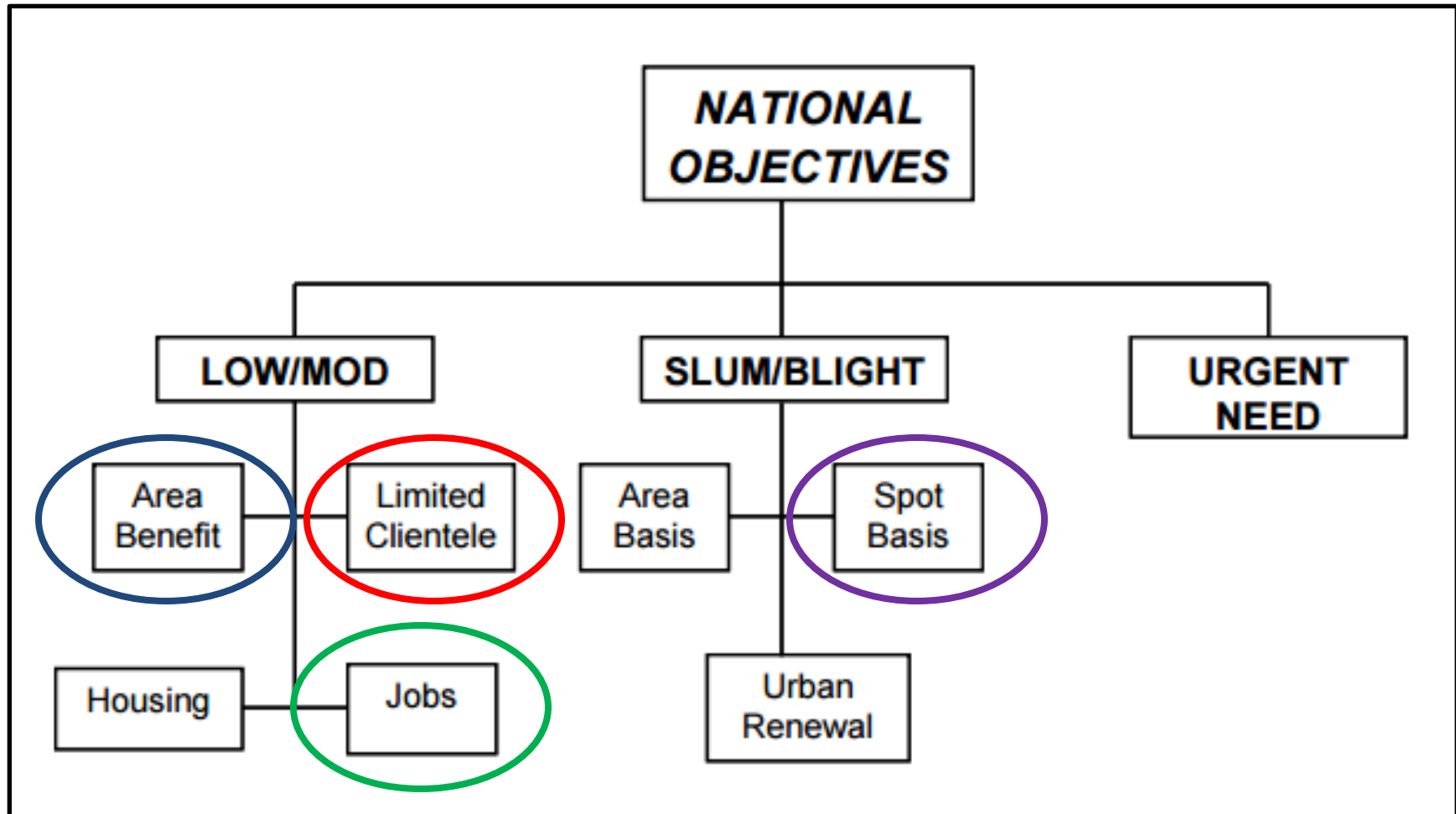


Don't assume that because your project is in the NRSA, some other projects will create enough that it will lower your requirement!



National Objectives for Economic Development

National Objectives for Economic Development



National Objectives for Economic Development



- **Depends on the project, but projects can create jobs and report them, even if they aren't explicitly Low Mod Jobs National Objective.**
- **Check your contract (Schedule 2) to see what you are required to create based on the project.**
- **Even if jobs are not expressly required as part of your project being set up with HUD, the creation and reporting of these jobs still adds benefit to the City's reporting to HUD overall.**



Application

Application



- **Economic Development projects will be asked, during time of application, to complete a list of the jobs they will be creating.**
- **These are not binding for the types of jobs that have to be created, but something HUD has requested that we include with any CDBG applications.**



Job Reporting Process

Job Reporting Process



Contract is awarded with
Job Requirements.



Eligible Activities are
completed and
reimbursed by the City.



Jobs are created by the
business, documented
by Project Sponsor.



If everything is
satisfactory, DMD staff
close out project with
HUD.

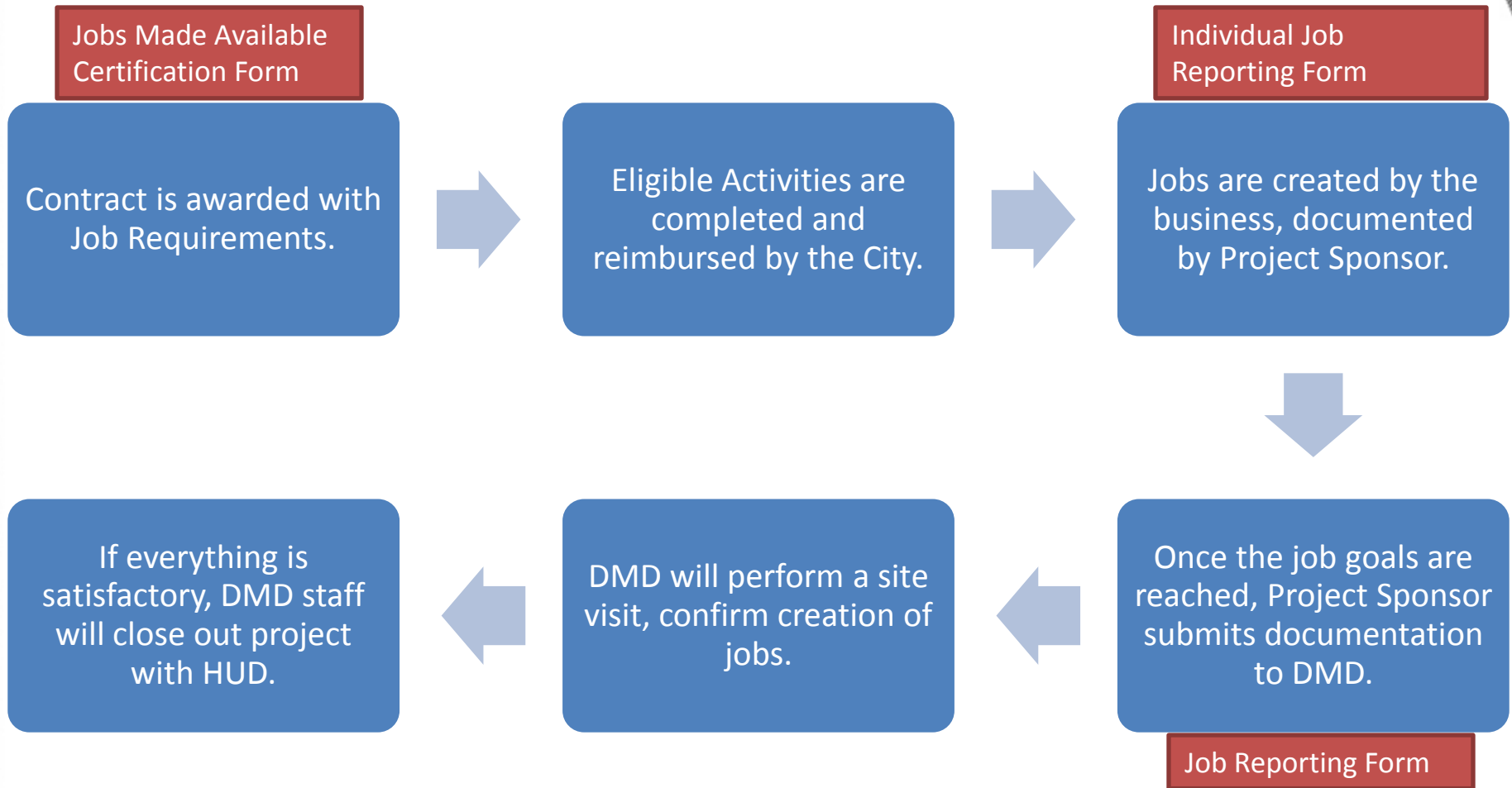


DMD will perform a site
visit, confirm creation of
jobs.



Once the job goals are
reached, Project Sponsor
submits documentation
to DMD.

Job Reporting Documentation: Forms Required





CDBG Jobs Made Available Certification Form

This form is to be completed prior to the advertisement, interviewing, and application of any potential jobs to be considered to meet the contractual job requirement for a Indianapolis CDBG award. Only one is needed for each CDBG funded economic development project.

Today's Date: _____

Project Sponsor Organization Name: _____

Business Name: _____

Business Executive: _____ Phone: _____

Project Address: _____ Phone: _____

Executive Staff Member: _____ Phone: _____

Project Sponsor Contact: _____ Phone: _____

If different from Executive Staff Member

As City of Indianapolis policy, all CDBG required jobs must be "available to" Low/Mod income persons, which can only happen when all of the following are met:

- Neither special skills that can only be acquired with substantial (i.e., one year or more) training or work experience nor education beyond high school is a prerequisite to fill such jobs (or the business nevertheless agrees to hire unqualified persons and train them). Additional documentation should include job descriptions, advertisement strategy, and recruitment materials used ; and
- The grantee and/or the assisted business takes actions to ensure that L/M income persons receive "first consideration" for filling such jobs. Additional documentation should include tracking of CDBG Individual Job Applicant Reporting Forms for all applicants of the CDBG created position.
- Certain business locations within the Neighborhood Revitalization Strategy Area (NRSA) may be subject to some regulatory flexibility from the above two points, however, any flexibility will be at CDBG Grant Staff's discretion and alerted to prior to award.

Principles involved in providing "first consideration":

- The business must use a hiring practice that under usual circumstances would result in over 51% of L/M income persons interviewed for applicable jobs being hired, except in instances where CDBG Grant Staff has indicated that the project is within the NRSA and would be exempt,
- The business must seriously consider a sufficient number of L/M income job applicants to give reasonable opportunity to fill the position with such a person, and
- The distance from residence and availability of transportation to the job site must be reasonable before a particular L/M income person may be considered a serious applicant for the job.

Continued on next page



Jobs Made Available Certification Form

Jobs Made Available Certification Form



- **This form is created prior to the advertisement of jobs and completed by the project sponsor/business.**
- **It allows DMD some additional flexibility with our HUD reporting.**
- **If your project is unable to certify based on the descriptions, please contact DMD staff.**
- **All projects awarded prior to 2016 will not be required to complete this form.**

Jobs Made Available Certification Form



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Jobs Made Available Certification Form



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- **The business must use a hiring practice that under usual circumstances would result in over 51% of L/M income persons interviewed for applicable jobs being hired, except in instances where CDBG Grant Staff has indicated that the project is within the NRSA and would be exempt,**
- **The business must seriously consider a sufficient number of L/M income job applicants to give reasonable opportunity to fill the position with such a person, and**
- **The distance from residence and availability of transportation to the job site must be reasonable before a particular L/M income person may be considered a serious applicant for the job.**

Jobs Made Available Certification Form



- **Please describe your strategy for advertisement and recruitment of Low/Mod income persons. Include locations advertised at, organizations contacted, marketing materials and resources used, etc.**
 - *Example: We will supply WorkOne sites with job descriptions and contact information. We also will coordinate with local community centers to advertise with posters, etc.*
- **What internal Human Resources policies is the business using to ensure meeting the guidelines outlined on page one of this document.**
 - *Example: We have Equal Opportunity Employment policies written into our Human Resources policies. In addition, we will make reference to following similar procedures as outlined by DMD requirements for CDBG eligible jobs.*

Jobs Made Available Certification Form



Some projects (primarily those within the NRSA) may not be able to meet some of these requirements outlined in this form. If your project will not fit the requirements outlined in this form, please contact DMD to discuss why this would not be feasible.

However, executing this form provides you and DMD additional flexibility with HUD's requirements and is strongly encouraged.



CDBG Individual Job Applicant Reporting Form

1. Applicant Name: _____ 2. Date of Birth: _____

3. Address: _____ 4. Phone: _____

5. Race (Pick One):

- ☐ White
☐ Black / African American
☐ Asian
☐ American Indian / Alaskan Native
☐ Native Hawaiian / Other Pacific Islander
☐ Asian & White
☐ Black / African American & White
☐ American Indian / Alaskan Native & White
☐ American Indian / Alaskan Native & Black / African American
☐ Other Multi-Racial

6. Hispanic Ethnicity: ☐ Yes ☐ No

7. Female Headed Household: ☐ Yes ☐ No

8. Military Veteran Household: ☐ Yes ☐ No

9. Disability: ☐ Yes ☐ No

10. Job Title: _____

11. Job Type (Completed by Employer): ☐ Skilled ☐ Semi-Skilled ☐ Unskilled

12. Hours: ☐ Full Time (40 hours) ☐ Part Time at _____ hours a week

13. Previously Unemployed: ☐ Yes ☐ No

14. Income Guidelines:

Step 1—Circle the number of persons in applicant household.

Step 2—Circle your household income range (under the number you already circled in Step 1).

Number of Persons in Your Household

2015 AMI Effective 3/6/15	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0-30%	\$0-14,350	\$0-16,400	\$0-18,450	\$0-20,450	\$0-22,100	\$0-23,750	\$0-25,400	\$0-27,000
31-50%	\$14,351-23,850	\$16,401-27,250	\$18,451-30,850	\$20,451-34,050	\$22,101-36,800	\$23,751-39,500	\$25,401-42,250	\$27,001-44,950
51-80%	\$23,851-38,150	\$27,251-43,600	\$30,651-49,050	\$34,051-54,500	\$36,801-58,900	\$39,501-63,250	\$42,251-67,600	\$44,951-71,950
Over 80%	\$38,151+	\$43,601+	\$49,051+	\$54,501+	\$58,901+	\$63,251+	\$67,601+	\$71,951+

I hereby certify that the information included on this form is correct to the best of my knowledge and that such information may be subject to verification by representatives of the City of Indianapolis and/or the United States Department of Housing and Urban Development for purposes of meeting the federal requirements of the Community Development Block Grant (CDBG) program.

Applicant Signature: _____ Date: _____

Project Sponsor Signature/Business Officer: _____ Date: _____

City of Indianapolis—Marion County

Revised 3/1/2016



Individual Job Reporting Form

Individual Job Reporting Form



- **Outside of the NRSA, this form should be completed by all interviewed applicants.**
- **Inside of the NRSA, this form should be completed by hired employees.**
- **Job type is the only question that will need to be completed by Business/Employer.**
- **This form is created to document those individuals who are being placed in the CDBG created jobs and allow Project Sponsors to track the information as jobs are being created.**

Individual Job Reporting Form



- **Name**
- **Address**
- **Birth Date**
- **Contact Information**
- **Race**
- **Hispanic Ethnicity**
- **Female Head of Household**
- **Military Veteran**
- **Disability**
- **Hours per week for job**
- **Job Title**
- **Previously Unemployed**
- **Household Income**
- **Self-Certification Signature**

Individual Job Reporting Form



- **Job Type question to be completed by Employer:**

- Skilled (Craft Workers) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. These workers exercise considerable independent judgment and usually receive an extensive period of training.
- Semi-Skilled (Operatives) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.
- Unskilled (Laborers) - Workers in manual occupations which generally require no special training to perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.

<http://www.hud.gov/offices/cpd/systems/idis/cdbg/Job%20Category%20Definitions.pdf>

Individual Job Reporting Form



- **Job Type Sample Professions:**

- Skilled (Craft Workers) - the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal)
- Semi-Skilled (Operatives) - apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and sewers (except factory), dryers, furnace workers, heaters (metal), laundry and dry cleaning operatives
- Unskilled (Laborers) - garage laborers, car washers and greasers, gardeners (except farm) and grounds keepers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers

Individual Job Reporting Form



Keep these completed forms on site. DMD and HUD will reserve the right to monitor these to assure they were executed and match the corresponding employees.



City of Indianapolis, IN CDBG Job Reporting Form (Updated 3/1/16) <i>A completed copy of this page with original signatures below will need to be sent with final submission.</i>			
Business:			
Business Address:			
Census Tract:		Block Group Number:	
Administrator/Project Sponsor:			
Grant Year:	2016	Grant Type:	Economic Development
PO Number(s):		Grant Amount:	
Inside NRSA:		Outside NRSA:	
Project Completion Date:		Jobs Creation Date:	
Jobs Contracted to Create:			
Jobs Made Available to LMI:			Must be done prior to hiring

Job Creation Inside of the NRSA		
Total Jobs Created:	0	Boxes are Filled using Employee Info Tab
Eligible Grant Funding Amount (\$35,000/job):	\$ -	

Job Creation Outside of the NRSA		
Total Jobs Created:	0	Boxes are Filled using Employee Info Tab
Total Jobs Created Outside NRSA:	\$ -	

Project Narrative (200 word limit)

Certification
<p>I hereby certify that the information included on this form is correct to the best of my knowledge and that such information may be subject to verification by representatives of the City of Indianapolis and/or the United States Department of Housing and Urban Development for purposes of meeting the federal requirements of the Community Development Block Grant (CDBG) program.</p> <p>Project Sponsor Executive Signature: _____ Date: _____</p> <p>Business Executive Signature: _____ Date: _____</p>

CDBG Job Reporting Form

CDBG Job Reporting Form



- **Once you have created all of the jobs required, then complete this form using your Individual Job Reporting Forms you have collected.**
- **All of the information should directly convert and you should not have to contact the employees for additional information.**
- **Submit the excel sheet and a pdf of the signed Project Overview page via email to CDBG staff.**

CDBG Job Reporting Form



Project Overview Information Needed:

- Business Information
- Project Sponsor Information (If different from business)
- Census Tract and Block Group number
- PO Number
- Grant Amount
- If in the NRSA or not
- Jobs Contracted to Create
- If jobs were made available (via certification form)
- Project Narrative
- Certification Signature

CDBG Job Reporting Form



- Tracking log contains all of the information within the Individual Job Reporting Form.
- Simply translate that information on to this form.
- If all of the information appears correct, CDBG staff will alert you and schedule a site visit.
- Job Reporting Form should be submitted within **18 months** from completion of construction/expiration of contract (whichever is earlier).

CDBG Job Reporting Form



**Failure to create the jobs
required within 18 months can
trigger repayment of the CDBG
award.**

Site Visit



Both DMD and HUD will reserve the right to a site visit after creation of the jobs. Items that will be requested during the site visit:

- Proof of the completed construction work, inspect equipment purchased, etc.
- All of the forms and documents outlined in this webinar.
- Pay stubs and time sheets showing the total hours.
- May conduct interviews with some of the employees.



Questions?